



APPLICATION FOR RELEASE OF HEARING DOCUMENTS

If an order to secure, repair, or demolish a building has been issued by the Hearing Official, Building Official or the Building and Standards Commission, the order will remain in effect until evidence (certificate of compliance) is presented to the Neighborhood Protection Corps, that the building(s) is/are in compliance with the order. A Certificate of Compliance is issued by the Occupancy Section of the Building Inspections Division, Public Works and Engineering Department. You are required to showproof of compliance for each building on an order to either repair or demolish. The cost for the certificate of compliance is \$95.00 and an application may be filed with the Occupancy Section at 3300 Main, between the hours of 8:00 am to 5:00 pm, Monday through Friday.

A Certificate of Compliance is issued by the Neighborhood Protection Corps for secure only, and swimming pool orders. The cost of this certificate is \$95.00 and an application may be filed with the Neighborhood Protection Corps at 7125 Ardmore, Houston, Texas between the hours of 8:00 am to 5:00 pm, Monday through Friday.

The Certificate of Compliance and a copy of the Order to be released must be attached to the Application for Release of the Order, and submitted to Neighborhood Protection Corps, Mondaythrough Friday from 8:00 am to5:00 pm. *Any application for release of a secure, repair, or demolish order submitted without the Certificate of Compliance will not be processed.*

Any civil penalty assessed by the Hearing Official, Building Official or Building and Standards Commission or any prior charges for weedcutting, demolition, or securing services, must be paid before the Order can be released. To obtain payoff information on weedcutting, demolition, or securing liens contact the law firm of Linebarger, Goggan, Blair & Sampson,LLP 713-844-3573.

The application may also be used to request a release of a Notice of Public Hearing, Ordinance, or Bond Agreement. **The Release Fee is \$80.00 per document and must be submitted in the form of a Personal Check, Business Check, Money Order, or Cashier's Check. CASH WILL NOT BE ACCEPTED.** The processing time is approximately 15 to 20 working days.

For general information regarding the release process, please call (832) 394-0600.

Please print or type and provide all information requested.

APPLICATION FOR RELEASE OF: ☐ ORDER ☐ NOTICE OF HEARING ☐ ORDINANCE ☐ BOND AGREEMENT
☐ NOTICE OF INTENT TO FILE LIEN ☐ PARTIAL RELEASE

NAME: _____

TELEPHONE NUMBER: _____ E-MAIL ADDRESS: _____

ADDRESS OF BUILDING AS IT APPEARS ON DOCUMENT: _____

DATE ORDER/NOTICE WAS ISSUED: _____ PROJECT # _____

TAX ACCOUNT # _____

IS THE PROPERTY TAX FORECLOSED? ☐ YES, please attach ☐ NO

☐ CONTACT AT ABOVE NUMBER FOR PICK-UP or ☐ MAIL RELEASE TO:

Name

Street / P.O. Box

City State Z ip Code

Signature of Applicant Date

Printed Name of Applicant

<FOR OFFICE USE ONLY>

Total Amount Paid: \$ _____ Receipt # _____

\$82.58 PER DOCUMENT

Total Number of Releases Processed: _____

☐ Personal Check ☐ Business Check ☐ Cashier's Check ☐ Money Order

☐ Paid at time of application ☐ Paid at time of pick-up

Certificate of Compliance Attached ☐ Yes ☐ No

Original Release received by:

(Signature)_____ Date _____

(Printed name) _____

Original Release mailed to address listed above on: _____